



REQUEST FOR ASSISTANCE (RFA) INTAKE INTERVIEW LOG

Date: 8/24/12	Interviewer: Laura Eckert	RFA #12 – 17
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.):		
Requested Assistance Pertaining To (name, position, policy, project, etc.) dismissal from program		
[REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Respondent (if app.): Male Female Administrator Faculty Staff Student

Complaint Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Employment
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Veteran Status	

Time Line		
Date	Item	Comments
8/23/12	Email from [REDACTED] to Dean Rios	Will be contacting EOO per Dean's suggestion
8/24/12	Intake t/c from [REDACTED]	LE intake over phone with [REDACTED]
8/24/12	LE email to Dean, Assoc Dean, K. Kitto, SGS	[REDACTED] called EOO, I will start informal inquiry
8/24/12	LE t/c to K. Kitto	Do we have scholarship paperwork? Do we have mid-program eval?
8/27/12	LE call Karen Dade	Role of EOO, Ok for me to contact program director? Yes, she is liaison for Dean
8/27/12	LE call [REDACTED]	Out of office until 9/6, email or call [REDACTED] Try email
8/27/12	LE email to [REDACTED]	Pls call, email to schedule time to talk

8/27/12	LE interview with [REDACTED]	See notes in file
8/27/12	LE call to [REDACTED] prog asst	Please send me notes in file, faculty assessments, etc. LM, off on Mondays, [REDACTED]
8/28/12	LE call to [REDACTED]	She will scan and email relevant parts of file
8/30/12	SGS t/c to [REDACTED]	More documentation? [REDACTED] will contact professor with missing evaluation
8/30/12	SGS t/c to David Brunnemer	General discussion about issues
8/31/12	t/c from [REDACTED]	Status?
8/31/12	LKL t/c to [REDACTED]	Taking seriously, working on concerns, SGS and LE out
9/4/12	LE email to [REDACTED]	Pls send contact info for all of [REDACTED] professors
9/4/12	LE t/c to [REDACTED]	Follow up call
9/7/12	SGS o/c Karen Dade	Update
9/7/12	LE t/c to [REDACTED]	
9/11	t/c from [REDACTED]	Got letter from [REDACTED] about repayment
9/11	SGS called [REDACTED]	
9/12	SGS, LE [REDACTED] t/c	Moving toward more formal inquiry, do not talk to others, when are you available? No corresp to [REDACTED] unless mandated by law
9/13	SGS t/c to [REDACTED]	Left message
9/13	SGS t/c to [REDACTED]	Left message
9/13	t/c to [REDACTED]	He will have to call us back in ½ hr, then had to check with [REDACTED]
9/13	SGS t/c to Karen Dade	Status update
9/13	t/c from [REDACTED]	See notes
9/13	Emails from [REDACTED]	See evaluation materials in file
9/14	t/c from [REDACTED]	Left message
9/14	t/c to [REDACTED]	Left message
9/14	t/c from [REDACTED]	See notes in file
9/14	t/c to [REDACTED]	No answer

9/14/12	t/c to [REDACTED]	9/7 exit certification letter, left program understand I need to pay back or work 9/13 letter, annual letter, send to all people who have left the program, wanted to send so newly left people would know what to expect in the future Other follow up? She would send follow up letter if he does not send exit certification in a month or so, would turn over to RSA for collection RSA contact: Diandrea Bailey 202-245-6244; diandrea.bailey@ed.gov
9/18	SGS and LE met [REDACTED] in Tulalip	See written notes from SGS and LE.
9/19	SGS t/c [REDACTED]	See notes
9/19	SGS t/c [REDACTED]	See notes
9/19	SGS and LE t/c [REDACTED]	See notes
9/21	SGS and LE t/c to [REDACTED]	See notes
9/21/12	LE t/c to [REDACTED]	See notes
9/21/12	LE t/c to [REDACTED]	Left message, can you meet with Sue on Monday?
9/21/12	Call from [REDACTED]	If she can figure out child care, she will be here.
		Closed out with [REDACTED], explained information EO gathered from inquiry.
		Closed out with Karen Dade and Dean Rios.
10/11/12		Memo to Karen Dade and Dean Rios summarizing inquiry6y77

Resolution of Complaint Process:

- | | |
|---|---|
| <input type="checkbox"/> Resolved to Complainants Satisfaction [R]
<input type="checkbox"/> Transitioned to Formal Complaint [F] | <input type="checkbox"/> Unresolved [U]
<input type="checkbox"/> Referred to another University Office [REF] |
|---|---|

**Provide a summary of the discussion, including recommendations provided.
Subsequent discussions, requests for assistance and/or follow-ups on this issue
should be included chronologically below.**